Lesson 6 – Part 1 – Guided Notes

1. What is a template?
2. What are three common (standard) templates in Word 2010?
3. How do you find a template?
4. What are the two file extensions for a template?
5. What is the file extension for a normal Word document?
6. What is the difference in DOTX templates and DOTM templates?
7. Explain the “community template” icon.